

Approved For Release 2002/05/08 : CIA-RDP78-04718A001100030025-1

1. POSITION NUMBER

8-956  
10030025-1

2. CAREER SERVICE DESIGNATION CC	3. LANGUAGE CODE	4. AREA KNOWLEDGE CODE General	5. DUTY STATION <input checked="" type="checkbox"/> WASH., D.C. <input type="checkbox"/> OTHER (Specify)
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6. REASON FOR SUBMISSION (E.G., CHANGE OF DUTIES, CLASSIFICATION SURVEY, ETC.) IDENTIFY OLD POSITIONS BY TITLE, SCHEDULE, OCCUPATIONAL CODE, GRADE, POSITION NO.  Survey	7. PLACEMENT DIVISION CONCURRENCE  DATE:
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8. ACTION	POSITION TITLE	SCHEDULE	OCCUPATION CODE	GRADE	INITIALS	DATE
A.						
B. CWD	Foreign Document Officer	GS	0132.48	9		
C. INITIATING OFFICE						

9. ORGANIZATIONAL TITLE OF POSITION (IF ANY)	10. NAME OF EMPLOYEE (Last) (First) (Middle) IF VACANCY, SPECIFY
11. ORGANIZATIONAL LOCATION OF POSITION	12. CERTIFICATION
A. OFFICE Operations	This is a complete and accurate description of the duties and responsibilities of this position
B. DIVISION OR STAFF 25X1A Foreign Documents Division	A. EMPLOYEE DATE
C. BRANCH	B. SUPERVISOR
D. SECTION	C. OFFICE REPRESENTATIVE
E. UNIT	D. CWD

13. DESCRIPTION OF DUTIES, RESPONSIBILITIES AND QUALIFICATION REQUIREMENTS

SECRET

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**SECRET**

I. NATURE AND VARIETY OF DUTIES

This position serves as a journeyman Foreign Documents Officer and performs the following functions and activities within a Section:

- a. Research in and exploitation of foreign language publications to meet intelligence requirements, assigned programs, or special projects in a particular subject, area or scientific field.
- b. Prepares reports in the form of abstracts, digests, analyses, studies, research and reference aids, compilations, collations, or full translations as required.
- c. Extracts organizational information from economic, scientific, technical or political literature in the subject or area assigned by the Section Chief or higher grade analyst. This includes covert foreign language documents.
- d. Keeps abreast of changing requirements and adapts document exploitation efforts to satisfy changing needs.
- e. Maintains reference files of plants, personalities, scientific institutes and laboratories, political organizations, machine models, etc., and other materials necessary to the work.
- f. Examines bibliographies for materials of intelligence value pertinent to his fields.

II. SUPERVISION

Position is under the supervision of the Section Chief or senior analyst. Instructions received from the supervisor consist of:

- a. statements of general Branch and Section requirements, either special or routine;
- b. explanations of the procedures to be followed in making the work conform to that of other analysts in the Section and Branch.

Reports produced by this analyst are reviewed by the supervisor for quality, consistency, and satisfaction of requirements and objectives; however, at this level, reports are not checked against original source material. The immediate supervisor is consulted on procedures, translation problems, and for basic and specific information on the area, subject, or special features involved.

III. MINIMUM QUALIFICATION REQUIREMENTS

1. Knowledge: Requires a knowledge of the principles of strategic intelligence, the techniques of intelligence research from documents, and a general background in the history, politics, sociology, economics, and geography of the world. Requires a detailed knowledge of the assigned areas or subjects, including the technology or special features involved, and an understanding of their significance in relation to other intelligence fields. In addition, requires a high degree of fluency in the appropriate language or languages (including English) and an understanding of the idiosyncrasies of the languages.

2. Abilities: Requires ability to perform research into source materials and select and integrate significant items into completed reports.

3. Work Experience and Education: B.A. degree in the social sciences, history, economics, science or related subjects or equivalent experience. A total of 5 years experience in a combination of such activities as education; work experience in foreign industry, government, etc.; work associated with foreign areas; teaching; or others which would lend to the language and area knowledge accomplishments. A minimum of 1 year of the total experience should have been gained at the next lower level in an intelligence analyst capacity preferably in FDD.

4. Personal Characteristics: Must be cooperative, reliable, conscientious, and attentive to detail. Have an interest in reading foreign language documents for intelligence information of interest to the Agency.

**SECRET**

**SECRET****IV. SCOPE AND EFFECT**

This position contains responsibilities for determining the nature and extent of coverage of a particular subject or area in respect to intelligence information, and makes a substantial contribution to the total knowledge available to IAC agencies on special economic, scientific, or political organizations. At this level, source material is not reviewed by the supervisors, and incumbent is expected to be thoroughly versed in the area or subject assignments. Therefore, the thoroughness of coverage or, conversely, the neglect of significant information by the analyst would have a favorable or adverse effect on the total intelligence effort of the Division.

**V. MENTAL DEMANDS**

Must apply sound judgment in distinguishing between intelligence information and worthless material; be able to work under pressure to meet deadlines without sacrificing accuracy or completeness of coverage; and must have sufficient initiative and research ability to settle problems as they arise.

**VI. PERSONAL WORK CONTACTS**

Maintains contact with offices of CIA and IAC agencies, as authorized by the Section Chief, for the purpose of; (a) furthering the understanding of the requirements; (b) limiting work to specific categories on which information is needed; and (c) clarifying special or unusual terminology. Such contacts are made by personal visits, phone calls, and written messages, the frequency of which depends on the particular circumstances. Incumbent is expected to negotiate effectively and thoroughly within the bounds of specific assignment as directed by supervisor. Also, must maintain contacts with other Division analysts for the purposes of coordinating assigned projects and avoiding duplication of efforts.

**VII. SPECIAL CONSIDERATIONS**

None.

**VIII. POSITION PROGRESSION**

Progression to this position is from a lower grade Foreign Documents Analyst or from an analyst position in another segment of the Agency providing that the necessary proficiency in a foreign language is present. Progression from this position is to a senior analyst position of higher grade or laterally to an analyst position in another segment of the Agency where area and/or substantive knowledges are similar.

**IX. DISTINGUISHING FEATURES**

This position is distinguished from the GS-7 level in that the GS-7 level is the trainee or junior Intelligence Officer level in which complete proficiency is required in the language or languages used, but knowledges of and experience in the techniques of intelligence, research methods, operating procedures, reporting techniques, etc., are still to be gained during this period.

The position is distinguished from the GS-11 level in that the GS-11 level has responsibility for (1) planning and developing an assigned project, performing the necessary research, and presenting project in completed staff form which is subject only to cursory review by the Section Chief, whereas the work at the GS-9 level is reviewed in more detail for quality, accuracy of facts, and satisfaction of requirements and objectives; (2) be able to perform exploitation duties of not only his specific area or subject, but also go across area and subject lines and present a complete "across the board" picture of a given requirement. This requires the GS-11 analyst to coordinate the project with several or many other analysts to insure that the requirement is properly satisfied. A preponderance of the analyst's time is spent on this most difficult type exploitation work. The GS-9, although completely competent in his specific area or subject, is not generally required to assume responsibility for these broader type assignments; and (3) may supervise lower grade analysts on a top priority requirement where speed, in addition to accuracy and broad coverage, is required; whereas the GS-9 analyst position is non-supervisory although may be requested to assist in the training and development of language and Intelligence Officer trainees.

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